












## School Nutrition Skills Development Courses Summer 2015

Course Length	Course Title and Description	Professional Standards Learning Topics
2 hours 	<b>Community Eligibility Provision:</b> New to summer trainings is a comprehensive 2-hour course on the Community Eligibility Provision (CEP). The intent of CEP is to offer free breakfast and lunch to all children in high poverty schools and eliminate the collection of free and reduced price meal applications. Eligible districts, schools, or groups of schools must have a 40% or greater directly certified free student population in order to participate. This course is perfect for participating sites, as well as those with an interest in applying for the upcoming 2015-16 school year. Topics will include: foundational program overview and updates, annual reporting requirements, and the counting and claiming process. Time near the end of class will be open to assist new sites in completing the 2015-16 school year application.	Administration
2 hours 	<b>Following the Carrot - An Introduction to School Gardens:</b> Have you dreamed of starting a garden at your school, but didn't know where to start? Join us for this 2-hour course where we take a journey from the seed to your cafeteria tray. We will "follow the carrot" through the process of procuring the seeds and garden materials, developing garden standard operating procedures (SOPs), identifying key community members, maintaining your garden, harvesting, and promoting your homegrown local food in the lunchroom.	Nutrition Operations Administration Communications/ Marketing
2 hours 	<b>Get Savvy with Smart Snacks:</b> With one year of "Smart Snacks" implementation under our belts, let's revisit the <i>All Foods Sold in Schools Interim Final Rule</i> . This 2-hour course will explore what has worked well in Wisconsin schools and will provide an opportunity for attendees to brainstorm solutions to common challenges. This course will cover many frequently asked "Smart Snacks" questions and available resources and will provide you with ideas as to how schools can effectively comply with "Smart Snacks" and fundraiser regulations with financial considerations. This course would be beneficial for food service directors, business managers, and leaders in the district.	Nutrition Administration
2 hours 	<b>Marketing and Social Media:</b> Do you want to increase meal participation? Are you looking to engage students, parents, and the community? Do you know how to tweet? This introductory class will assist participants in understanding basic marketing principals and how social media can be part of a successful child nutrition program. Participants will learn how marketing can help schools meet HHFKA regulations, the power of social media, and strategies for successfully marketing child nutrition programs.	Communications/ Marketing
2 hours 	<b>Professional Standards – Behind the Apron:</b> Are you wondering how you will meet the new training/continuing education requirements for all school nutrition staff? We will share an interactive class that addresses skills and personality, team building, and ways to identify further training areas for your team. "Behind the Apron" will discuss traits of a school nutrition team member and how that blends with your mission statement, reaching into customer service, and marketing your program.	Administration Communications/ Marketing

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2 hours 	<b>Team Nutrition – Resources to Enhance Your School Meals Programs:</b> Are you interested in improving your school nutrition environment? The Wisconsin Department of Public Instruction and USDA Team Nutrition have developed a variety of resources for nutrition education, smarter lunchrooms, school wellness policies, and the HealthierUS School Challenge. Join Wisconsin Team Nutrition for this 2-hour course and learn about these wonderful resources!	Nutrition Operations Administration Communications/Marketing
2 hours 	<b>Virtual Office Hours:</b> We recognize that a major factor to understanding school meal regulations and operation is one-on-one technical assistance. Using a virtual chat room called TodaysMeet, DPI staff will be available during several 2-hour timeslots to answer any questions you may have. Joining the chat room and asking questions will be easy – you will simply click on a link to a webpage and type in your question. There is no agenda for these sessions. Participants may come and go as they please or stay for the entire session to learn from the questions of others. This is a unique opportunity that we hope you take advantage of!	
4 hours	<b>Financial Management of Child Nutrition Programs:</b> A 4-hour course for food service managers/directors, bookkeepers, business managers, principals and other school agency personnel with administrative responsibilities for school nutrition programs. This course will focus on the financial responsibilities of managing the non-profit School Food Service account. <i><b>New this year: the process of accounting for revenues and expenditures on the NEW Annual Financial Report and the NEW Non-program Foods pricing calculator.</b></i> Also included are: Paid Lunch Equity and Non-program Foods Revenue requirements; accurate claim submission; understanding the Child Nutrition Program Report; maximizing reimbursements; and use of financial records to evaluate, plan, and project.	Operations Administration
4 hours	<b>Food Safety Update:</b> This 4-hour session is ideal for food service managers/directors and others responsible for food safety plan implementation to meet requirements. USDA requires periodic validation, at least annually, of the existing food safety plan to make necessary updates. In addition, ongoing verification activities should be in place to ensure that the plan is followed and to identify additional training needs. This class will also cover changes from the updated Wisconsin Food Code, as well as a refresher on general food safety topics. Resources will be shared to assist participants with plan updates and training.	Operations Administration
4 hours	<b>Menu Planning Tools:</b> This basic 4-hour course for new school food service staff will introduce participants to the tools needed for documenting compliance with breakfast, lunch, and after school snack meal pattern requirements. The focus of the class will be on showcasing various available tools, how to access these tools on the DPI website, and completing practice exercises. Tools include the DPI production plan templates, USDA Food Buying Guide and support documentation needed for daily production plans (standardized recipes, Child Nutrition labels, USDA Foods Fact Sheets and product formulation statements). In addition, the course will introduce participants to tools that will calculate what a portion size of a recipe contributes to the meal pattern requirements and to the nutrient specifications.	Nutrition Operations
4 hours 	<b>The NEW Procurement Regulations – Are You In Compliance?:</b> All goods and services purchased for use in the child nutrition programs must be procured according to federal regulations. Confused about whether you need to do a formal or informal purchasing process? Do you know what micro-purchasing is? Changes are on the horizon regarding how the procurement process is reviewed by DPI. Come to this session to receive an overview of the new procurement regulations and learn more about the new review process. Participants will also learn how to develop and use a request for proposal (RFP).	Operations Administration

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8 hours	<b>Child Nutrition Programs - The Basics:</b> New to the USDA Child Nutrition Programs? Or in need of a good refresher on program requirements? This 8-hour course will provide an overview of all program requirements. Great for new food service directors, business managers, and school administrative and support staff. Learn all that is necessary to successfully administer USDA Child Nutrition Programs.	Nutrition Operations Administration
8 hours 	<b>Free and Reduced Price Meal Eligibility and Verification - Everything Your SFA Needs to Know:</b> This 8-hour course is critical for school agency personnel with responsibilities for determining and/or verifying meal benefits for students. This course has been revamped to follow an application from the approval process to the end of verification, including benefit issuance, and counting meals correctly for reimbursement. Eligibility topics will include up-to-date USDA information on distribution of free and reduced application materials, meal benefit approval, direct certification and disclosure. Verification topics will include detailed information on the verification process and submission of an accurate Verification Collection Report (VCR). Please bring a copy of the USDA <i>Eligibility Manual for School Meals</i> (updated August 2014), which can be downloaded and printed from <a href="http://fns.dpi.wi.gov/fns_fincou1#manual">http://fns.dpi.wi.gov/fns_fincou1#manual</a> .	Administration
8 hours 	<b>Meal Pattern – The Whole Enchilada:</b> This 8-hour course is for menu planners and kitchen staff. The course provides an overview of the breakfast and lunch meal patterns using some essential menu planning tools. Hands-on activities will highlight the updated Food Buying Guide, CN Labels, product formulation statements (PFS), portion sizes, and production records. The course includes an in-depth review of up-to-date Offer vs. Serve guidance using practical situations often seen in schools. We will also briefly discuss what to anticipate regarding expectations of menu planners during your Administrative Review.	Nutrition Operations
8 horas 	<b>En Español 6 de Agosto, Milwaukee, Modelo de Comidas de Desayuno y Almuerzo:</b> Este curso de 8 horas es para los planificadores de menú y personal de cocina. El curso ofrece una visión general de los modelos de comidas sobre el desayuno y almuerzo usando herramientas esenciales de planificación de menú. Las actividades prácticas destacarán la Guía de Alimentos de Compra (Food Buying Guide), Etiquetas de Nutrición Infantil (CN Labels), Declaraciones de Formulación de Productos (PFS Statements), tamaño de las porciones, y los registros de producción. El curso incluye una revisión moderna y a fondo de Ofrece contra Servir (Offer vs. Serve) utilizando situaciones prácticas a menudo que se ven en las escuelas. Finalmente, discutimos brevemente las expectativas de los planificadores de menú durante su Revisión Administrativa.	Operadores de Nutrición
8 hours	<b>Nutrition 101 - A Taste of Food and Fitness:</b> An 8-hour course that provides a basic overview of nutrition with an emphasis on the importance of balance in daily food choices and physical activity as key components of good health. Cafeteria Connections link the basics of good nutrition covered in the lessons and how school nutrition programs incorporate good nutrition practices every day. This course is helpful in understanding the nutrition standards for lunch and breakfast.	Nutrition

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8 hours	<p><b>ServSafe Certification Course:</b> This course provides a comprehensive training of key food safety concepts ideal for all food service personnel. Participants will be given the written National Restaurant Association exam at the end of the day-long course. Participants successfully completing the exam are eligible to apply for the State of Wisconsin Restaurant Manager Certification. Completion of this course also satisfies the 10-hour Food Safety requirement for School Nutrition Association (SNA) certification.</p> <p><b>NOTE: Participants are required to purchase the manual and test sheet at the cost of \$79.00.</b></p>	Operations Administration